Village of Baldwin
Downtown Development Authority
June 18, 2026 Minutes
Regular Meeting
(approved)

CALL TO ORDER

Roll Call: Jane Allison called the meeting to order at 3:03 PM with Board Members:

Present: Jane Allison, Andy Gremel, Darci Maldonado, Harold Nichols, and Joy Parrott.

Absent: Debbie Smith-Olson, Seth Wenger and two vacancies.

Staff: Robert Toland, DDA Director; Joni Luce, Recording Secretary

Acknowledgement of Visitors: Meredith Gremel, Pure Markette and Jeremy Anderson, Webber Township Fire Chief

GENERAL BUSINESS

A. Approval of Agenda: A motion to approve the agenda as presented was made by Harold Nichols and supported by Andy Gremel; Jane Allison requested to add Lake County Historical Museum to Section 6A with Troutarama. The motion carried unanimously.

B. Approval of Minutes: Andy Gremel requested a correction to section Db; he had reported completing the application for the REACH grant, not receiving the funds. A motion to approve the **May 21, 2026** regular meeting minutes as corrected was made by Harold Nichols, supported by Andy Gremel; motion carried unanimously.

C. Treasurer's Report and Payment of Bills: Jane Allison presented the Treasurer's Report and presentation of bills. The report through 6/18/26 indicated a General Fund beginning balance on 5/21/26 of $309,809.68, paying May bills totaling $6,562.77 and adding income of $26,889.92 for May interest of $13.17 and $26,876.75 in TIF payments from Pleasant Plains and Webber Townships, leaving a General Fund balance of $330,136.83. The CD has a principal balance of $104,223.24 and will mature on 6/23/26, bringing the total fund balance to $434,360.07. The CD will need to be discussed next month as to reinvestment. Correction of dates on presentation of bills; it should be dated June 18, not July 18, and bills for approval in June, not May.

The following bills were presented for payment:

Consumers Energy	$ 242.02
Robert Toland Consulting	$1,250.00 (retainer & June meeting fee)
H2Oasis	$1,872.85 (spring start-up and repairs)
Cole Insurance	$ 395.00 (Randi Gould Insurance)

Debbie Smith-Olson	$1,241.47 (reimbursement for QuickBooks)
Village of Baldwin	$ 731.42 (water bills, service fee for meters)

TOTAL FOR APPROVAL $5,732.76

The payment for QuickBooks is a reimbursement to Debbie as she used her credit card to pay for the renewal. Jane Allison made a motion to accept the Treasurer's Report and approve the payment of bills, supported by Darci Maldonado. Motion carried following a unanimous roll call vote.

D. Committee Reports:

a. Pure Markette: Meredith Gremel gave a report on the status of the Markette. The budget balance is $53,627.49. The Advisory Board approved ordering four (4) additional tents/weights as all 12 of the current tents are being used, with a waiting list. They expect to receive them prior to the July 1 Big Event. Opening Day had over 550 guests and 91 of a possible 100 Farmacy Rx patients enrolled. These patients are required to attend a minimum of one class each week to receive a $10 voucher to be used at the Markette. The second week was not as well attended due to rainy weather, but guest count was still 237, with 35 Rx patients. Over 90 programs are scheduled throughout the season, the website has all the details. A discussion was held on the physical drawbacks of the location, including a lack of shade and large puddles in the parking lot from rain. Since it is hoped to find a better, permanent location for the Markette where a building could be constructed to have indoor as well as outdoor sales and other amenities, it is not desirable to spend money improving the current location. It was suggested that a solar powered fan to prevent mold in the storage container be researched.

b. Traffic Calming: Andy Gremel was told that the REACH grant coordinator has left and they are still searching for a replacement. This may cause a delay in awarding grants, so it could be a while before notification.

c. Building Improvement Grant Program: Two of the grant recipients have reported some progress.

E. Acknowledgement of Communications: None

PUBLIC COMMENT: Jeremy Anderson, Webber Twp Fire Chief presented several quotes for a tornado warning siren, stating that he would be concerned with response time of the out-of-state bidders, but that they have a good history with West Shore Services from Allendale. Jake, the new Homeland Security manager, would like to see two (2) sirens, one at each end of the DDA district, or further out involving the County as there are no warning sirens in the County. The sirens rotate on a pole, sending a signal for approximately one mile; the DDA district is only about a mile long, so putting both in the district would create a major overlap and it would be better to put one farther south if the County is agreeable and a location can be found. The DDA board remains committed to getting at least one siren downtown and will wait to see what the County is willing to commit to in terms of financial help and a possible location.

BOARD COMMENT: Darci asked about insurance requirements needed if the lift were to be rented out to DDA business owners or individuals. Operator's insurance would be needed, but this was tabled until next month so that the wording needed in a contract to protect the Village and the DDA can be researched.

OLD BUSINESS:

A. Trees, Flowerboxes & Irrigation System: The irrigation system has been turned back on. Darci reported that Randi has signed the contract.

B. Lake County Economic Development: Nothing new to report.

C. DDA/Village Maintenance Agreement: The Village attorney made changes to the agreement, and a copy was presented for approval. Appendix A listing the monthly work items was also reviewed; Item #2 should either remove the word "streets" or clarify that it only means the bump outs and other areas the Village/County do not already plow. Item #3 concerning banners and decorations should be removed as the Village Contractor, IAI, has never, and will not, perform this task. #4, regarding maintenance of benches was discussed, with the acknowledgement that AIA may repair such things as missing bolts, etc., but would not likely sand and refinish the benches. As to item #7, weed control, it was noted that they would not use any chemical treatments on the weeds so it may just mean using a weed whip to trim/cut rather than total removal. While some of the Agreement language was not desirable, it was agreed to accept the Agreement; it will become effective at the next Village Council meeting. A motion was made by Jane Allison to accept the Agreement with the corrections to Appendix A, supported by Joy Parrott; the motion carried unanimously.

D. Banner Poles: Nothing new to report.

E. Sidewalk Grinding: Jane still has had no response from PCC and has not had a chance to research other contractors. Harold reported he had heard of a different method that did not involve grinding but rather used foam to lift the low portions of the sidewalk. Joy said this method was used at Jones' Ice Cream with good results, although it was paving blocks rather than continuous cement. Contractors for this method will be researched, as well as for the grinding.

F. RRC – Julia Turnbull: The board reviewed the Essentials to Certified checklist, noting that many items are listed as "aligned", meaning that item has been completed, while several others just need a little more tweaking to become aligned. The items in section 5 may already be covered by the Vision Plan; most of the pre-work has been done on the majority of these items. While noting that the Planning Commission will need to do much of the work to become Certified, and they have other items that consume much of their time, it was agreed that it would be desirable to complete the check list by the end of the year. Members were encouraged to look over the list and choose items they will take responsibility to push for completion.

G. DDA Board Member vacancies: Harold reported that he believes he has one person willing to join the board; all board members encouraged to keep seeking to fill the remaining seat.

NEW BUSINESS:

A. Troutarama/Lake County Historical Museum: Jane requested the board consider making a donation to these two organizations as both bring people to the DDA district and are desperately in need of funds to remain viable. Troutarama has a need for approximately $3,200 for port-a-johns and $1,800 for a Revolutionary War re-enactment and a Viking Fishing Village re-enactment. The Museum needs $5,800 for replacing the front porch posts. All agree that both of these organizations bring traffic to the downtown and could fail due to lack of funds. Darci Maldonado made a motion to give each organization $5,000.00, earmarked for the Troutarama's port-a-johns and reenactments and the Museum's porch posts project; supported by Andy Gremel; motion carried unanimously.

B. Tornado Warning Siren: This was discussed under item 3, Public Comment.

ADJOURNMENT:

A motion to adjourn was offered by Darci Maldonado and supported by Jane Allison; motion carried. The meeting was adjourned at 4:34 PM.

Meeting Schedule: The next regular DDA meeting will be held July 16, 2026, at the Village office at 3:00 PM.

Respectfully submitted,

Joni Luce, Recording Secretary
for
Debbie Smith-Olson, Secretary/Treasurer